

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
1400-410 (HR-220)P

July 28, 2000

EMS TRANSMISSION 7/31/00

Information Bulletin No. HR-2000-127

To: All AD's, SD's, and Center Directors
WO BIA Field Liaison Officer

From: Director, National Human Resources Management Center

Subject: Space Requests for the FY 2001 OPM Federal Executive Institute (FEI) and
Management Development Centers (MDC) Programs **DD: 8/31/00**

The Office of Personnel Management (OPM) has announced its FY 2001 schedule of the Federal Executive Institute (FEI) and Management Development Center (MDC) courses. OPM is providing the catalog "The Leadership Journey, Programs and Seminars of the Federal Executive Institute and Management Development Centers" (which includes the FY 2001 schedule), and a BLM FEI and MDC Space Request Form-FY 2001. **This catalog will be sent to you under a separate cover.**

The Federal Executive Institute courses are for managers and executives at the GS-15 level or Senior Executive Service and offers a program approach especially suited to executives. The Management Development Center courses are for managers and executives at or above the GS-13 level of responsibility and are designed to provide them with intensive policy and management skills and knowledge.

Please review the seminar descriptions and schedule when the Program Guide is received. Using the form that will come with the program guide, please submit nominations for these courses to the National Human Resources Management Center, HR-220, by COB Thursday, August 31, 2000. Nominations must be received by this date so that we can receive first priority for enrollment and substantial tuition discounts. If information is available at an earlier date, please provide it as soon as possible. Course allocations are first come, first served. To facilitate

making your nominations, please be advised of the following:

Once the spaces are requested and allocated, the BLM will be charged for all spaces whether they are used or not. OPM has advised us that they will be adhering to their discount and cancellation policies for the FY-2001 courses and seminars. Cancellations, substitutions and transfers to alternative dates may be made until four weeks prior to the start of each seminar. Therefore, we are requesting that alternates be named for all courses in the event that the selected employee cannot attend the training. Please insure that each alternate meets all of the prerequisites described for the course for which he or she is nominated. If he or she does not, OPM requires a written justification. (Please attach a justification signed by the nominating official for anyone nominated who does not meet the prerequisites). Also, please provide alternate dates as we cannot guarantee that the first choice date will be available.

This office will consolidate the nominations and submit them to OPM. After OPM has accepted BLM nominees, each state will be notified and requested to submit a "Request, Authorization, Agreement, and Certification of Training" (SF-182) for each approved student.

The Federal Executive Institute and Management Development Centers have established a website with a complete schedule and description of their classes. It is available at <http://www.leadership.opm.gov>.

For questions regarding the Federal Executive Institute and Management Development Center Programs, please contact Ricki Stephenson, Employee Relations Specialist, at (303) 236-6690.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Darlene Robitaille
Secretary

2 Attachments (Sent under separate cover)

- 1 - The Leadership Journey Brochure (including schedule) (100 pp)
- 2 - BLM FEI/MDC Space Request Form, FY 2001 (2 pp)

Distribution
RS-150A, BLM Library
HR-220

BLM FEI/MDC SPACE REQUEST FORM - FY 2001

We agree to purchase and fill one space at the following OPM Federal Executive Institute or Management Development Center:

FIRST CHOICE:

Title of Seminar: _____

Date of Seminar: _____

Location (city) of Seminar: _____

SECOND CHOICE:

Title of Seminar: _____

Date of Seminar: _____

Location (city) of Seminar: _____

NOMINEE:

Name: _____

SSN: _____

Position Title: _____

Grade (be sure to check eligibility requirements): _____

Mailing Address: _____

Telephone Number (including area code): _____

Gender (needed to facilitate housing arrangements): _____

ALTERNATE:

Attachment 2-1

Name: _____

SSN: _____

Position Title: _____

Grade (be sure to check eligibility requirements): _____

Mailing Address: _____

Telephone Number (including area code): _____

Gender: _____

The nominee has agreed to attend the above session. The nominee understands that all requests are subject to date and location changes by the Office of Personnel Management.

Approved by: _____

(State/Center Director, AD, or his/her designee)

Title: _____

Date: _____

This form should be routed to Ricki Stephenson, National Human Resources Management Center, HR-220, by COB Thursday, August 31, 2000.